



Note on expenses for attending ECTN meetings and activities initiated by standing committees

It is generally expected that participants in the ECTN meetings and activities shall search for financial sources outside ECTN budget. If this is not possible and under normal circumstances, where ECTN agrees in advance to reimburse expenses, the amounts to be reimbursed will be as follows:

For an n-day meeting, accommodation for a maximum of n+1 nights will be reimbursed. The only exception to this is when savings can be made on the total reimbursement cost by staying an extra night (i.e. if the reduced cost of travel more than compensates for the extra accommodation and subsistence cost of a stay of an extra night). It shall be understood that for a half-day meeting, accommodation for a maximum of one night will be reimbursed.

ECTN members should keep all hotel and subsistence costs to a reasonable minimum. Hotel costs should always be paid by ECTN (unless stated otherwise), but the help of the local institution may be accepted for booking accommodation at favourable rates. A maximum of 100€ per night for bed and breakfast will be reimbursed on the basis of the actual cost. For other subsistence costs (including local transport), the amount of 80€ per day will be reimbursed on a per diem basis provided that both lunch and dinner are necessary (and not provided). If either lunch or dinner are not required, 40€ will be reimbursed. For these other subsistence costs, receipts are not required.

For travel, members are expected to use the cheapest fares they can find, for example by using search engines such as Expedia, Opodo, etc. In some cases, indirect flights can be considerably cheaper than direct flights, but the ECTN is aware that total travel time is also important.

Local transport expenses may be claimed, however, a taxi only in exceptional cases, after previous agreement of the president, general secretary or standing committee chair.

If in doubt, members are requested to contact the meeting organiser, the General Secretary, or the Chair of the Committee concerned by the meeting, to ask for clarification or advice on specific travel plans.

The reimbursement is possible only based on properly filled and signed ECTN reimbursement form with originals of bills for claimed expenses, copy of the e-ticket(s). Reimbursement must be approved by the standing committee chair (for actions of standing committees), treasurer and president.

In all cases the reimbursement of the standing committee members or special meetings (actions) participants is limited by the planned budget. Documented exclusions may be agreed by AC voting.

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